

Stewardship Analyst:

The Pacific Northwest Region, Acquisition Management Staff (AQM) will soon advertise a permanent full-time GS-1102-12/13 position located in one of the following locations in the region: (In Oregon the cities of Bend, John Day, Pendleton, Prineville, Sandy, Springfield; or in Washington the City of Wenatchee).

The Stewardship Contracting Team is established to support an array of natural resource management and treatment activities. The Natural Resource Staff (at both the regional and forest level), is the primary customer and working partner group. The scope of responsibilities are regional, national and projected to be cross-regional.

This position will function as the Stewardship Policy Lead, and will report to the Acquisition Management Director and will be a member of the Acquisition Leadership Team for the region. The policy lead will develop and communicate regional policy for Stewardship Contracting in the region.

Responsibilities include compliance review and evaluation of complex, unusual or unprecedented stewardship contract actions; provide stewardship contract/procurement advice and assistance to contracting officers; and conducts stewardship contracting/procurement policy research, analysis, and interpretation to management and contracting officers.

The person selected for this position must have strong interpersonal skills; ability to communicate with people at all levels of this and other organizations; the ability to foster cross-agency activities and have strong relationship skills.

Stewardship Contract Specialists are responsible for all stewardship acquisition aspects from cradle to grave. These positions require knowledge of contracting principles, laws, regulations and procedures applicable to pre-award and/or post-award actions sufficient to procure and/or administer contracts for major development, testing, and/or production or mastery of a procurement functional area sufficient to provide expert technical leadership, staff coordination, and consultation including responsibilities for formulating guidelines, implementing new developments, and providing policy interpretation. Familiarity with business strategy and program or technical requirements is required to sufficiently perform or direct in-depth evaluations of the financial and technical capabilities, as well as the performance of contractors.

Works to draft acquisition strategies and advise technical personnel on the procedures to follow for the submission of an acquisition package and in the development of clear, concise statements of work, specifications, technical evaluation factors, and proposal evaluation reports. Procures products and services using negotiation techniques. Negotiates high-dollar and politically visible procurements with prospective contractors in the areas of pricing, performance, technical terms, and contract provisions and clauses. Prepares written requests for proposals; publicizes requirements; issues solicitation documents; analyzes offers received; prepares negotiation positions; evaluates technical and

cost proposals; prepares award recommendation memorandums; negotiates cost, fee or profit as well as technical issues; and enters into a formal contracts with the offeror. Responsible for all contract management functions and for reports and audits.

Serves as the lead negotiator for all contract modifications and contract close out activities. Decisions involved in contract modifications involve uncertainties or problems such as production scheduling, which arise during the performance of the contract.

Responsibilities typically include functions such as incremental funding, redirection of effort, coordination of time extension, incorporation of change orders issuance of stop work orders, approval of progress payments, and final payment to the contractor.

In response to this outreach, we ask that you please complete the attached form and return by May 12, 2014.

Duty Station Specifics :

Bend: <http://bendchamber.org/>

Prineville: <http://visitprineville.org/>

Pendleton, OR

City of Pendleton: <http://www.pendleton.or.us/>

Pendleton Chamber of Commerce: <http://pendletonchamber.com/>

John Day, OR

City of John Day: <http://www.cityofjohnday.com/>

Grant County Chamber of Commerce: <http://www.gcoregonlive.com/>

Sandy, OR

<http://www.sandyoregonchamber.org/>

<http://www.ci.sandy.or.us/>

Springfield, OR

<http://www.ci.springfield.or.us/>

<http://www.springfield-chamber.org/>

<http://www.eugenechamber.com>

Wenatchee/East Wenatchee, WA

<http://www.co.chelan.wa.us/index.htm>

<http://www.douglascountywa.net/>

Community Information:

See duty Station entry.

THE REGION

The region includes 19 National Forests, a National Scenic Area, a National Grassland, and two National Volcanic Monuments. These units comprise 24.7 million acres within the states of Oregon and Washington

Contact Information :

If you interested in this position and want to receive a copy of the vacancy announcement, we encourage you to complete the attached Outreach Response form. If you have questions pertaining to the position, you may contact Charles Hill, at e-mail: chill@fs.fed.us, voicemail at 503-808-2263 or Randall Wood, at e-mail: rdwood@fs.fed.us, voicemail at 503-808-2382. The position will be advertised

on the OPM USA Jobs website www.usajobs.opm.gov. The USDA is an equal employment opportunity employer.

PLEASE NOTE: The purpose of this Outreach Notice is to determine the potential applicant pool for this position and to establish the appropriate recruitment method and area of consideration for the advertisement (e.g., target grade or multi-grade and service-wide, region-wide, government-wide, or DEMO). Responses received from this outreach notice will be relied upon to make these determinations. Responses to this notice are requested no later than May 12, 2014. Applicants must be U.S. Citizens.

OUTREACH FORM

Thank you for your interest in our Outreach! Please respond by May12, 2014

PACIFIC NORTHWEST REGION – Region 6

ACQUISITION MANAGEMENT (AQM)

POSITION TITLE: Contract Specialist, GS-1102-12/13

UNIT: Pacific Northwest Regional Office, Portland, Oregon

NAME:

E-MAIL ADDRESS:

MAILING ADDRESS:

STREET ADDRESS:

CITY, STATE, ZIP CODE:

TELEPHONE:

CURRENT STATUS:

Agency:

USFS

BLM

Other

Type of Appointment:

Permanent

Temporary

Term

VRA

PWD

Other

Region:

Forest:

District:

Series:

Grade:

Position Title:

If you are not currently a permanent (career or career conditional) employee, are you eligible to be hired under any of the following special authorities?

People with Disabilities

Veterans Readjustment Authority

Disabled Veterans w/30% Compensable Disability

Veterans Employment Opportunities Act of 1998

Former Peace Corps Volunteer

Student Career Experience Program

Other

Please return your completed form to

E-Mail:

rdwood@fs.fed.us

Surface Mail:

Randall D. Wood, USDA Forest Service-AQM, 1220 SW 3rd. Ave., Portland, OR 97204-2825

P.O. Box 3623, Portland, OR 97208-3623

“The USDA is an equal opportunity provider and employer”.